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# Important Documents



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## ADVISORY OPINIONS

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THE BOARD CAN RENDER ADVISORY OPINIONS TO PROSPECTIVE PUBLIC SERVANTS with respect to all matters covered by Chapter 77, Part 1, Article I, of the Suffolk County Code or any other applicable provision of law governing conflicts of interest. The Suffolk County Board of Ethics' Advisory Opinion Request form is available on our webpage or upon request made to our office.

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## STATEMENTS AND FORMS ON BOARD'S WEBPAGE, INCLUDING:

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- **Candidate's Sworn Statement**
- **Candidate Financial Disclosure Statement**
- **Official Addendum to Financial Disclosure Statement ("FDS")**
- **FDS Extension Application**
- **Advisory Opinion Request form**
- **Ethics Violation Complaint form**

[www.SuffolkCountyNY.Gov/Ethics](http://www.SuffolkCountyNY.Gov/Ethics)

## Mission Statement

*The Suffolk County Board of Ethics is to practice and promote ethical literacy and conduct in government through **Training, Transparency, and Trust***



Suffolk County Board of Ethics  
Office: (631) 854-0022  
Fax: (631) 854-0028  
[EthicsBoard@SuffolkCountyNY.Gov](mailto:EthicsBoard@SuffolkCountyNY.Gov)

SUFFOLK COUNTY BOARD OF ETHICS

# Quick Reference For Candidates



 **DUE DATE**

**MAY 31**

**Candidate's Sworn Statement  
Semiannual Filing**

 **DUE DATE**

**County Financial Disclosure  
Statement Filing**

ON OR BEFORE  
**THE LAST DAY FOR FILING  
DESIGNATING PETITIONS**

----- *OR* -----

WITHIN 15 DAYS  
**AFTER A CERTIFICATE  
DESIGNATING SUCH PERSON TO  
FILL A VACANCY IS FILED WITH  
BOARD OF ELECTIONS**

 **DUE DATE**

**OCT 31**

**Candidate's Sworn Statement  
Semiannual Filing**

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## **1. COUNTY FINANCIAL DISCLOSURE STATEMENT**

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### **SUFFOLK COUNTY CODE §77-10 PERSONS REQUIRED TO FILE FINANCIAL DISCLOSURE STATEMENT**

**B.** Each person, who is not otherwise required to file a financial disclosure statement pursuant to this article, who has declared his or her intention to seek nomination or election and who has filed a petition for the Office of County Executive, District Attorney, Comptroller, Clerk, Treasurer, Sheriff or County Legislature, shall file such statement on or before the last day for filing his or her designating petitions.

**C.** Each person, who is not otherwise required to file a financial disclosure statement pursuant to this article, who has been designated to fill a vacancy in a designation or nomination for the Office of County Executive, District Attorney, Comptroller, Clerk, Treasurer, Sheriff or County Legislature, shall file such statement within 15 days after a certificate designating such person to fill such vacancy is filed with the Board of Elections.

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## **2. TRAINING**

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### **SUFFOLK COUNTY ADMINISTRATIVE CODE §A30-2 TRAINING AND EDUCATION**

1. All elected officials shall receive mandatory ethics training at the first available ethics training seminar after the elected official takes office.

2. All County employees appointed by elected officials, including department heads and division heads, shall receive mandatory ethics training at the first available training seminar conducted after the effective date of their appointment.

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## **3. ELECTED OFFICIAL PROHIBITION**

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### **SUFFOLK COUNTY CODE §77-4 PROHIBITION ON DUAL OFFICE-HOLDING; OTHER PROVISIONS RELATING TO POLITICAL PARTY OFFICIALS**

**B.** No elected official shall hold another paid position of employment with the County or a paid position of employment with any department, office, commission, board or agency of the United States of America, New York State, any town or village government, or public benefit corporation created under the provisions of New York State law. This provision shall not apply to an elected official who also holds a position as a teacher in a public school district or a professor at a public university or college.

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## **4. PUBLIC SERVANT PROHIBITIONS**

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### **SUFFOLK COUNTY CODE §77-3 PROHIBITED CONDUCT**

**E.** No public servant shall solicit or accept any gift having a value of \$75 or more from any person or firm which such public servant knows is or intends to become engaged in business dealings with the County.

**F.** No public servant shall receive compensation for performing any official duty except from the County or accept or receive any gift or gratuity from any person or entity whose interests will be affected by the public servant's official action or whose interests have been affected by the public servant's official action.

**G.** No public servant shall solicit, accept or receive any gift or gratuity from a lobbyist.

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## **5. CANDIDATE/ ELECTED OFFICIAL PROHIBITION**

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### **SUFFOLK COUNTY CHARTER ARTICLE XXXIX §C39-2 PROHIBITION ON CONTRIBUTIONS**

**A.** No elected official or candidate for such office of an elected official shall knowingly accept any contribution, via independent committee or otherwise, from any lobbyist.

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## **6. CANDIDATE'S SWORN STATEMENT**

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### **SUFFOLK COUNTY CHARTER ARTICLE XXXIX §C39-3 FILING**

Elected officials, candidates for such office of an elected official and lobbyists shall file semiannual statements with the Commission no later than May 31 and October 31 of each year, on forms prescribed by the Commission, stating that no contributions have been knowingly accepted or knowingly made, as the case may be, in violation of § C39-2 of this article, except that a candidate for office shall only have to file this report in his or her capacity as a candidate for such office during the year in which he or she runs as a candidate.

### **§C39-4 PENALTIES FOR OFFENSES**

**A.** Any person who fails to file a statement required to be filed by § C39-3 of this article or the rules or regulations of the Commission in implementation thereof shall be subject to a civil penalty, not in excess of \$1,000, to be recoverable in a civil proceeding brought by the Commission.